Title VI Complaint Form

Instructions: If you would like to submit a Title VI complaint to the TransIT Services of Frederick County, please fill out the form below and send it to: TransIT Services of Frederick County, Director, 1040 Rocky Springs Rd, Frederick, MD 21702.

1. Name (Complainant):
   ____________________________________________________________

2. Phone:
   ____________________________________________________________

3. Home Address (street no., city, state, zip):
   ____________________________________________________________

4. If applicable, name of person(s) who allegedly discriminated against you:
   ____________________________________________________________

5. Location and position of person(s) if known:
   ____________________________________________________________

6. Date of Incident:
   ____________________________________________________________
7. Discrimination because of:

- □ Race
- □ National Origin
- □ Color
- □ Sex
- □ Disability

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

9. Why do you believe these events occurred?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

10. What other information do you think is relevant to the investigation?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
11. How can this/these issue(s) be resolved to your satisfaction?

____________________________________________________________________________________

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name, Address, Phone Number:

____________________________________________________________________________________

____________________________________________________________________________________

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

□ Yes □ No

If yes, check all that apply:

□ Federal agency
□ Local agency
□ Federal court
□ State agency
□ State court

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court:
Contact’s Name: ________________________________________________________________

Address: ___________________________________________________________________

Phone Number: __________________________________________________________________

Signature (Complainant): ________________________________________________________

Date of Filing: __________________________________________________________________